

Your Name  
Address  
City, State, Zip

Today's Date

Name  
Job Title  
Company Name  
Address  
City, State, Zip

Dear <<Name>>:

I am writing in regards to your current Loan Officer opening. I recently spoke with <<Name of Person>> in your district office in Tacoma, who told me that you are recruiting and encouraged me to apply.

My resume outlines my skills and experience in marketing and operations. I believe both aspects of my past experience can benefit <<Company Name>> in expanding into a new region with unique lending guidelines and regulations. Key elements that I would bring to your company include:

- The ability to build a client base from ground zero;
- Experience maintaining a high-profile clientele in two major states; and
- Eight years as operations manager with a mortgage company closely comparable in size and mission to <<Company Name>>.

Other qualities I possess, which may not be readily apparent from my resume, include integrity, intelligence, and high energy, along with a diverse background and range of abilities. I have also been recognized as one who embraces creativity and new ideas.

Thank you for taking the time to review the enclosed resume. I will call you on Tuesday morning to arrange an appointment to discuss in more detail the experience I can offer your loan department.

Sincerely,

<<Your Name>>